

CIA INTERNAL USE ONLY

28 July 1961

AREA RECORDS OFFICER, OFFICE OF CHIEF, RECORDS AND SERVICES DIVISION

Activity and Accomplishment Report for FY 1961

1. Maintained liaison with appropriate officials in the Records Management Staff and other Agency components in the operation of the Records Management Program for the Office of Personnel and provided services in the following activities:
  - a. Processed requisitions and replenishment requests to maintain an adequate supply of forms used by Office of Personnel,
  - b. Reviewed requirements and coordinated requests for additional filing equipment and return of surplus equipment,
  - c. Supervised records retirement deposits to Records Center and serviced requests for return of items on temporary loan,
  - d. Processed deposits of Vital Materials deposits; arranged schedules for microfilming of OP records for VM deposits at specified intervals,
  - e. Processed requests for printed materials (brochures, letterheads, special memorandums, photographic reproductions, posters, signs, etc.), and maintained a record of cost estimates and charges. Furnished OP/Budget Officer FY 1962 estimates for ARO activity based on past year's experience and projected requirements,
  - f. Assisted in establishing or revising filing systems upon request and provided other services as appropriate relative to file maintenance,
  - g. Reviewed Vital Materials coverage with Divisions and Staffs and completed up-dating of Vital Materials Register.
2. As Distribution Control Officer, performed the following services:
  - a. Processed requests for purchase or loan materials through CIA Library,
  - b. Distributed CIA published material and maintained current requirements record,
  - c. Processed all Agency requests for personnel type publications distributed by U. S. Civil Service Commission.

CIA INTERNAL USE ONLY


3. The workload report for this activity follows:

a. Records Management Function

(1) Deposits to Records Center (approximately 379 cu ft)	46
(2) Deposits to Vital Materials Repository	87
(3) Printing Services Requests Processed	334
(4) Forms Program:	
(a) Forms Revised	26
(b) New Forms Initiated	10
(c) Forms Obsolete	23

b. Distribution Control Function

(1) Requests for publications processed through library facilities	122
(2) CIA Regulatory Issuances (including All Employee)	158*
(3) Miscellaneous Agency Special Issuances (Support Bulletins, All Employee Memoranda, Studies In Intelligence, Fiscal Management Instructions, and other miscellaneous)	20*
(4) Other Government Issuances and Publications:	
(a) U. S. Civil Service Commission - Repetitive (Federal Personnel Manual, Bulletins and Letters, and Mobilization Curculars)	129
(b) U. S. Civil Service Commission Special and Miscellaneous Publications	19*
(c) State Department Issuances - Repetitive	123
(d) Department of Army - Repetitive	80

  
Area Records Officer

STATINTL

\* Estimates Based on Log Record

CIA INTERNAL USE ONLY